



Natural Resources Conservation Service
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June 7, 2007

WEST VIRGINIA BULLETIN NO: WV440-7-5

SUBJECT: PGM – Review of Open Contract Obligations for July

Purpose: Provide information on the field office requirements mandated by Departmental Regulation 2230-001.

Expiration Date: September 30, 2007

DUE DATE: July 12, 2007

The agency is currently going through a national review of unliquidated obligations mandated by Departmental Regulation 2230-001. This review requires program and/or contracting personnel to determine whether the obligated funds are needed to complete the contract or if they can be de-obligated. Obligations with no activity for the past twelve months will be de-obligated unless there is a documented bona-fide purpose for the obligation to remain and a justification for the period of inactivity.

Since December 2006 each state has received a list of contracts to review. A new list is sent each month. We have limited the field office involvement to the greatest degree possible. I have consulted with all the ASTC-FOs concerning the procedures from previous reports. Please refer to West Virginia Bulletin **WV300-7-15** for the July Open Obligations Audit List for Farm Bill Programs Contracts. With only one contract on the list, there will be no West Virginia Bulletin for July Open Obligations for PL534/566. Therefore, Louis Aspey will contact the appropriate DC to provide the required information.

Please check to insure that the contract start and expiration dates are filled in on the CCC 1200. The start date is the date the CCC representative signed the contract. The expiration date can be checked by printing the 1155 or 1156.

Again, I know this is a busy time, but this is a critical mission that has a high priority. West Virginia cannot afford to be late or incomplete in our response to this data call. When you are contacted for requested information, this task will take priority over any other work with which you are involved.

Questions should be addressed to your Assistant State Conservationist-Field Operations.

/s/ Herbert Andrick, Acting for

KEVIN WICKEY
State Conservationist

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